

Rhode Island Commerce Corporation
315 Iron Horse Way, Suite 101
Providence, Rhode Island 02908

REQUEST FOR PROPOSAL (RFP)
Executive Search Firm

I. Description of Proposal

The Rhode Island Commerce Corporation (“Corporation”) is issuing this Request for Proposals (“RFP”) for the services of an executive search firm to:

- 1) Identify potential candidates for all requested roles for the Commerce Corporation and the Executive Office of Commerce, within the areas listed on Attachment A, and
- 2) Work with the Corporation’s executive leadership to determine the organization’s human resource needs and optimal reporting structure.

The respondents to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all services to the Corporation as described in the Scope of Work.

II. Background

The Commerce Corporation’s mission is to grow Rhode Island’s economy by investing alongside private, public and non-profit partners in strategic assets that promote prosperity for our citizens. The Corporation offers direct investments through economic incentives, strategic management of the State’s economic environment and brand, business services and assistance, access to capital, and a variety of other programs.

The Executive Office of Commerce is the state umbrella organization for promoting commerce and the economy. The office is responsible for overseeing economic development, business regulation, workforce training, housing development, tourism and other functions.

III. Scope of Work

1. Solicit input from the executive staff of the Executive Office of Commerce and the Commerce Corporation through meetings and interviews to understand the roles, responsibilities/qualifications and appropriate experience needed for the positions to be filled.
2. Develop a recruitment strategy, process and timetable for completion of the work in consultation with the executive staff of the Executive Office of Commerce and the Commerce Corporation.

3. Develop accurate and compelling job descriptions for a list of targeted positions.
4. Source job candidates through a number of different channels including consulting stakeholders regarding leads, proactively reaching out to candidates in the marketplace that may not be actively seeking the position, and other best practice recruitment strategies.
5. Assess the qualifications of and responses from interested candidates against those required and requested in the Job Description.
6. Support the executive staff of the Executive Office of Commerce and the Commerce Corporation in engaging in a rigorous interview, reference-checking and hiring process to select the most qualified candidates.

IV. Proposal Format

All proposals shall provide information relating to the elements listed in sufficient detail to allow the Commerce Corporation to conduct a selection process. Proposals shall not exceed 8 single-sided pages in length, excluding resumes and appendices. Failure to include any of the following information may have an adverse impact on the evaluation of a proposal. A submission must at a minimum, include the following elements:

1. Table of contents and cover letter.
2. The name of your company and name, address, telephone number and email address of a person with whom our office can communicate regarding this RFP.
3. An overview of your firm. Brochures and marketing materials may be included in an appendix to the proposal.
4. A discussion and justification of the methods proposed to fulfill all of the above Scope of Work including the type of outreach, candidate identification, and structuring of the recruitment and selection process.
5. A work plan description with a list of deliverables, milestones, and processes that will be employed to administer the project. The respondent shall include task assignments of staff members and level of effort for each linked to the cost proposal and project deliverables.
6. Key members of the team who will manage and staff this contract. Specifically, please identify a Principal-in-Charge and a Project Manager for the overall contract. Please provide professional resumes and billing rates for all proposed personnel.
7. References from at least 3 clients of the firm, preferably clients who have utilized the firm on matters related to executive search services and who can describe a successful search. The references must include a contact person, a full address, and a phone number. In addition to the foregoing, all responses must include a listing of public and private clients for whom the firm has provided services similar to those set forth in this RFP, with a description of the services provided.
8. Copies of all documentation which demonstrate the firm(s) has the legal ability to

- perform the services in the State of Rhode Island, described generally heretofore.
- Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation upon award.
 - A listing of all current and ongoing contracts between any/all firms and the Corporation or the State of Rhode land.
 - A disclosure of all outstanding financial obligations with the State of Rhode Island for any of the firms included in the proposal.
 - Acknowledgement of a Confidentiality Agreement and Conflict of Interest Affidavit requirements.
9. A cost proposal as follows:
- Information relating to firm's fee structure including a flat fee, if any, for strategy development or per job placements.
 - A budget for each category/task/subtask which provides:
 - Labor estimate that correlates to the information provided in Section IV.5 above
 - Non-labor expenses
 - Items not included in the price

V. Evaluation Criteria

Project Team/Firm Background
Relevant Project Experience
Fee Structure

1. The Corporation reserves the right to select multiple firms for any services.
2. The Corporation reserves the right to negotiate all aspects of a fee structure with any respondent.
3. The Corporation reserves the right to reject any and all proposals for any services. Consideration of proposals will not be limited to fee structure and cost alone.
4. The Corporation accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. The proposals in response to this RFP become the property of the Corporation and may be used by the Corporation in any way it deems appropriate. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the proposal to be provided, and accepts the terms and conditions under which will be provided.

VI. Notifications

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the

Rhode Island Equal Opportunity Office at (401) 222-3090.

2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.
3. The Commerce Corporation reserves the right to consider evaluation criteria other than those listed in this RFP.
4. The Commerce Corporation is committed to non-discrimination. All candidates for the positions will therefore be treated equally without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, veteran's status or marital status. Furthermore, the Corporation seeks to identify a diverse pool of candidates for the positions and is committed to maintaining its own proven record of diligence identifying such candidates in its search.
5. PLEASE NOTE that all materials submitted to the Commerce Corporation may be "Public Records" and therefore may be subject to public disclosure under the Rhode Island Access to Public Records Act, R.I. Gen. Laws §§ 38-2-1, et seq. ("APRA"). In accordance with Section 38-2-2(4)(B) of APRA, "trade secrets and commercial or financial information obtained from a person, firm, or corporation which is of a privileged or confidential nature" are not deemed to be "public records." Accordingly, the interested party responding to this RFP should clearly mark as "CONFIDENTIAL" any and all materials, including without limitation financial information, that the interested party considers to be subject to the "privileged or confidential" exception in R.I. Gen. Laws § 38-2-2(4)(B). If it receives a request for access to records, the Commerce Corporation will not disclose such confidential or privileged materials in response to an APRA request, absent a court order or consent of the interested party.

VII. Response Date

Six (6) printed copies and one (1) electronic copy (thumb drive) of the proposal must be submitted no later than 4:00 pm on Friday, July 31, 2015 Eastern Daylight Savings Time to the following:

Rhode Island Commerce Corporation
Attn: Executive Search Firm RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

The proposal must be submitted no later than 4:00pm on Friday, July 31, 2015 Eastern Daylight Savings Time. No phone calls or late submittals will be considered. There will be no exceptions to this deadline.

The Corporation reserves the right to select the proposal which it believes, in its sole and absolute discretion, will provide the greatest value to the Corporation.

Further, the Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.

Attachment A – Summary of Positions

Commerce Corporation

The Rhode Island Commerce Corporation is seeking to hire approximately 10 junior through senior professionals in Business Development, Client Services, Investments/Transactions, and Strategic Marketing. The Business Development team provides the Corporation's key services related to corporate attraction, business retention and expansion. The Commerce Corporation may increase or decrease the number of searched-for hires in the near term or in the course of time. The Client Services team provides customer service support, advocacy and project management services to Rhode Island companies interacting with state government, and works in parallel with the Business Development Team, to maintain close relationships with Rhode Island businesses. The Investment team specializes in making economic development investments through various incentive vehicles that are expected to have a catalytic growth impact on Rhode Island's economy. The Strategic Marketing team is responsible for redeveloping, deploying and maintaining Rhode Island's brand by organizing and managing all marketing functions to achieve the State's objectives of strengthening its attractiveness for tourism and business growth.

Executive Office of Commerce

Rhode Island Commerce Corporation's is seeking to hire 2 senior professionals responsible for promoting commerce and the economy through economic development, business regulation, housing development, workforce development, tourism and other activities.